

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
OREGON STATE OFFICE**

Robert Duncan Plaza Building
333 SW 1st Avenue
Portland, Oregon 97204



**OREGON STATE OFFICE
SAFETY AND HEALTH STEERING COMMITTEE
CHARTER**

January 2004

Oregon State Office Safety and Health Steering Committee Charter

Purpose

The purpose of the Committee is to advise management on matters of safety and health that directly or indirectly affect the productivity, safety, and morale of Oregon State Office employees.

Authorities

- Section 19 of the Occupational Safety and Health Act of 1970 (Public Law 91-596)
- Section 7902 of Title 5 of the U.S. Code
- Executive Order 12196 - Occupational Safety and Health Programs for Federal Employees
- 29 CFR 1960 - Basic Program Elements for Federal Employee Occupational Safety and Health Programs
- Department Manual 485 - Safety and Health Management Program
- BLM Manual Handbook 1112-1 Safety and Health Management
- BLM Manual Handbook 1112-2 Safety and Health for Field Operations

Membership and Organization

The Safety and Health Steering Committee consists of management and employee representatives who share an interest in the promotion of a safe and healthful work environment.

The Committee membership is as follows:

- Facility Coordinator
- Fleet Manager
- State Hazardous Materials (HAZMAT) Coordinator
- State Office Safety Manager
- Management Representative
- Employee Representative(s) (office and field)
- State Safety Manager (*Ad hoc*)
- Deputy State Director for Management Services (*Ad hoc*)
- Assistant, DSD for Management Service (*Ad hoc*)

The State Office Safety Manager serves as Committee chair.

The positions of Facility Coordinator, Environmental Protection Specialist, Law Enforcement Officer, and the Safety Manager are permanent members of the committee.

Management and employee representatives generally serve a two-year term.

Representatives may serve an additional term if willing to do so.

All interested employees, supervisor, and managers are welcome to attend any scheduled meeting. A Program manager may be requested to attend certain meetings should concerns arise in their area of expertise.



Principal Responsibilities

The basic responsibility for members of the OSO Safety Steering Committee is to advise management on safety and health issues, safe work practices, and to provide leadership in protecting the safety and health of all employees. The committee does not make policy, but is responsible to provide recommendations to management regarding employee safety issues and policy implementation.

The committee shall:

- Enhance safety awareness for managers and employees
- Identify hazards and suggest actions for corrective abatement
- Participate in incident investigations if requested
- Provide input regarding annual safety training options
- Attend and participate in all meetings or provide for an alternate to attend
- Represent the work unit and bring suggestions and/or concerns to the committee
- Respond to employee suggestions and concerns
- Model safe work behavior and encourage other employees to work safely
- Serve on subcommittees as requested
- Assist in facility safety inspections under the guidance of the State Safety Manager
- Actively participate in safety promotion activities
- Support the integration of safety into all organizational development and management improvement efforts
- Advocate and encourage recognition for supervisors, employees and contractors who display good safety behavior

Meeting Dates and Format

Meetings are held on the first Monday of each month, beginning at 10am. Special meetings may be called if required. An agenda is prepared and published by the Safety Manager at least one week prior to the scheduled meeting date.

All interested employees, supervisor and/or managers are welcome to attend any scheduled meeting of the Committee.

The basic agenda format is as follows:

- List of Attendees
- Discussion Items (new and old business)
- Fleet Management update
- Security Update
- Property Management Update
- Feedback from employees
- Other Current Concerns
- Carry over Discussion Items/Action Item Assignments
- Adjournment/Next Meeting Date

Meeting minutes will be documented and available to all state office employees on the safety website at <http://web.or.blm.gov/safety>.



Concurrence

Peggy Tribble

/s/ Peggy Tribble

State Office Safety & Health Manager/Safety Committee Chair

Robert Heaton

/s/ Robert Heaton

Management Representative

Dee Morrison

/s/Dee Morrison

Program Management Specialist

Shawn Stanfill

/s/ Shawn Stanfill

Property Management Specialist (Fleet)

Bill Murphy

/s/Bill Murphy

State Hazardous Materials (HAZMAT) Coordinator

Larry Larsen

/s/ Larry Larsen

Employee Representative

Tom Caster

/s/ Tom Caster

Employee Representative (field)

Ted Barr

/s/ Ted Barr

Law Enforcement

